

CSC Adopted: October 2001 CSC Revised: _____**Class Title: Photographic Lab Technician****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Develops and prints both color and black and white photographs of crime scenes, suspects, lineups, ceremonial activities, publications, and other events. Monitors inventory, requisitions supplies, petty cash and provides assistance as needed.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Develops and prints color and black and white photographs by correcting and reprinting photos, using specialized darkroom techniques to enhance photos, plotting control strips for color chemistry, copying and restoring photos with specialized equipment, and assisting the Detective Bureau with photos of oddly detailed evidence and problems with equipment.
2	L	Maintains photographic equipment and monitors chemistry tanks for color and black and white developing and printing by taking inventory, maintaining the water filter system, requisitioning supplies and equipment, ensuring the proper functioning of all necessary items, and preparing the budget for photo supplies and equipment.
3	L	Photographs graduations, service award ceremonies, crime victims, and other incidents by using photographic equipment assigned to the lab, instructing personnel in photography, using special equipment and film for photographing items, photos, fingerprint cards, etc. during an investigation.
4	S	Performs quality control of mug photos by verifying the identification number, conducting research to identify the subject of the photograph, correcting the photo, negative, computer, and mug book, and reporting the discrepancies.
5	L	Assists Central Records ID personnel as needed by photographing and fingerprinting prisoners and applicants, and researching name checks and warrants on the computer system.

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CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Two years experience in Photography.
Certifications and Other Requirements	Valid Driver's License
Reading	Work requires the ability to read photographic literature, equipment manuals, instructions, catalogs, supply requisitions, police forms, and safety data sheets.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write supply requisitions, correspondence, and equipment justifications.
Managerial	Managerial responsibilities include planning photograph assignments, monitoring / maintaining supplies, and directing assistants' work.
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

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Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Printing photographs, developing film, taking photographs, on ladder
Sitting	O	Computer, desk work, answering telephone, filing, meetings
Walking	F	To/from photo assignments, to/from meetings
Lifting	O	Office supplies, photography equipment, supplies, chemicals, files, records, photos
Carrying	O	Office supplies, photography equipment, supplies, chemicals, files, records, photos
Pushing/Pulling	O	Retrieval/stocking of supplies, equipment maintenance or cleaning
Reaching	O	Office supplies, photography equipment, supplies, chemicals, files, records, photos
Handling	O	Office supplies, photography equipment, supplies, chemicals, files, records, photos
Fine Dexterity	O	Computer keyboard, calculator, writing, focusing camera and using photography enlargers
Kneeling	O	Changing paper in printer, during equipment maintenance or photo assignments
Crouching	O	Changing paper in printer, during equipment maintenance or photo assignments
Crawling	N	
Bending	R	During equipment maintenance or photo assignments
Twisting	R	During equipment maintenance or photo assignments
Climbing	O	Ladders, backgrounds in studio
Balancing	O	Ladders, backgrounds in studio
Vision	C	Computer, desk work, photography, developing film, printing photographs
Hearing	C	Telephone, co-workers, staff, supervisor, meetings
Talking	C	Telephone, co-workers, staff, supervisor
Foot Controls	O	Printing photographs
Other (specify)	N	

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Kodak DC 4800 zoom digital camera, Hope ATS CO508V Film processor, Hope RA2016V Print processor, Kreonite KMP1 Mini printer, MP4 4x5 Polaroid copy camera, Polaroid ID camera, general binding corporation id camera, Nikon camera with various lenses, Nikon FM2 camera with various lenses, Minolta camera with various lenses, hasselblad 501c camera with various lenses, Metz 60 ct-1 strobe, Vivitar 283 strobe, Metz mecablitz 60ct battery, quantum turbo battery, photogenic power light 600, super pilot light meter, gossen ultra pro light meter, water mixing valves to processors, chemical mixer to mix color chemistry, multiminer-100 silver recover unit, 36 gal. Photosonic ultrasonic cleaner, omega universal 4x5 black and white enlarger, time-o-lite contact printer, electro-therm digital thermometer tc-100, vwr scientific digital mini-ph-meter for color chemistry, vwr scientific hydrometers for measurements of specific gravity in color chemistry, Vivitar charge 20 battery chargers, omega chromega B Dichronic color enlarger, x-rite 810 transmission/reflection color photographic densitometer, unicolor unioroller model 352, arkay rc1000 paper dryer, oscar fischer film dryer, various processing developers, indicators, fixers, sulfites, and clearing agents all by Kodak and computer, laser and inkjet printer, Standard Microsoft Windows and Office software, DURST ACS M 5/8 mini-printer, CAMERZ electronic mug camera, Rapid Omega 2000 Camera with various lenses, vehicle, Digital Imaging Software

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	D	Dirt and Dust	N
Chemical Hazards	D	Extreme Temperatures	W
Electrical Hazards	D	Noise and Vibration	D
Fire Hazards	M	Fumes and Odors	D
Explosives	N	Wetness/Humidity	M
Communicable Diseases	N	Darkness or Poor Lighting	D
Physical Danger or Abuse	S		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

Goggles/eye protection, rubber gloves, rubber apron, vapor respirator, face shields

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	R
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F

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NON-PHYSICAL DEMANDS	
Noisy/Distracting Environment	F
Other (see 3 below)	N

(3)